

CITY OF HAMPTON JOB DESCRIPTION

JOB TITLE: Youth Program Aide

\$12,730

Functions:

Assists the youth program leaders in planning and conducting before and after school programs, summer day camps, summer playground activities, and other seasonal youth programs.

Examples of Work:

1. Assists in implementing a variety of recreation programs and activities for school age children to include day camps, instructional classes, special events, day trips, athletic programs, arts and crafts, therapeutic programs, and before and after school programs.
2. Assists in organizing and developing interests in activities such as leisure games, active and passive sports, individual and group recreational activities, etc. Provides instruction on rules and procedures for activities. Helps maintain discipline and order in all outside activity areas and inside the community facility.
3. Accompanies youth participants on day trips, tours, etc.; assists in supervising the enforcement of rules and regulations and eliminates safety hazards.
4. May be assigned to assist youth in arts and crafts and nature projects. Instructs in the techniques and proper use and care of supplies and equipment; supervises clean up of work area.
5. May be assigned to assist in providing a primary program to the disabled.
6. May be assigned to the canoeing program at camp sites; provides canoeing instructions for youth participants and act as lifeguard during canoeing activities.
7. Performs other related duties as required.

Features:

Performs duties under the general supervision of the youth program leader. May be required to perform duties on a split shift to include nights. Requires flexibility and willingness to learn a variety of functional recreational skills. Extensive contact with youth (including the disabled) and parents. Requires patience, tact, and willingness to respond to customer needs.

Qualifications:

Must be at least 18 years of age and have a high school diploma or GED. Some experience working with school age children in a recreational, day care, or camp setting preferred. Knowledge of rules and procedures of a variety of games, athletic sports, arts and crafts preferred. Ability to communicate effectively both orally and in writing. Good physical condition. When assigned to aquatics or canoeing activities, must possess current Red Cross Advanced Lifesaving certificate or Lifeguarding certificate. Individuals under consideration for this position will be subject to a criminal background check. For aquatics only, any person offered employment with the city in this position shall be required to successfully pass testing for controlled

substances.